

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Geographic Area

DATE: 11/1/55

FROM : Assistant Director for Research and Reports

SUBJECT: Justification for Extension of Consultant Contracts for FY 1956

1. The DCI annually requests each Agency Office to review their consultant requirements for the coming Fiscal Year. It is necessary that very careful review be made of the continuing need for the consultants currently under contract, and consideration given to keeping on Agency contract only those consultants who are essential to the Office requirements.

2. Justification for the renewal of each consultant contract must be provided to the Office of Personnel in order to facilitate preparation of the necessary correspondence to effect contract renewals for those consultants whom ORR desires to retain during FY 1956. The following consultants assigned to the Geographic Area, listed with their specialization, are under contract to ORR through 30 June 1955.

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\* Entered on duty in current Fiscal Year

3. It is requested that this office be provided, no later than 5 April 1955, with a detailed justification for the retention of each of the above listed consultants for whom contract renewals are desired for the Fiscal Year beginning 1 July 1955. The justification should include some indication of the program or projects for which the consultant's services will be required, and an estimate of the number of days the consultant's services will be required during the year.

4. I am attaching hereto the St/A file copy of the justifications (except for those consultants who were entered on duty during FY 1955) provided to the Office of Personnel last year for your review and guidance. Please return these forms with the requested justifications for FY 1956.

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